

REVENUE MANAGER

DEFINITION

To plan, supervise and control the billing and collection of City revenues, and assure compliance with applicable Municipal Code provisions relating to certain permits and licenses.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Finance Director.

Responsibilities include direct and indirect supervision of technical and clerical personnel.

ESSENTIAL DUTIES

1. Develops and implements goals, policies and priorities relating to municipal revenues, including utility charges, business taxes, parking fines, and other locally assessed taxes and charges.
2. Supervises the City's business permits, collections, and licenses program, including business license collection and field inspection.
3. Supervises central cashiering functions, including the collecting and processing of utility and other fees and charges to assure that daily receipts are properly recorded and deposited.
4. Develops and prepares proposed ordinances and staff reports for presentation to City Council.
5. Prepares financial statements, reports and analyses.
6. Interprets municipal tax and permit laws for taxpayers and City personnel and provides information to customers about various policies, procedures and codes.
7. Reviews, interprets, and applies legislation pertaining to revenue, taxation, parking, and utility regulations.
8. Develops and implements systems and procedures for effective cash control.
9. Represents City in Small Claims Court as necessary related to collection of City revenues.
10. Prepares annual mandated cost claims pursuant to state laws.
11. Supervises, trains and evaluates assigned staff.

ESSENTIAL DUTIES (continued)

12. Assists in the preparation of revenue estimates and projections for each new budget year; reviews and updates revenue estimates for use by City administration, including a mid-year analysis of budgeted revenues.
13. Administers parking citation processing.
14. Designs and implements new programs including billing systems.

OTHER JOB RELATED DUTIES

1. Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Accounting and financial recordkeeping and reporting principles and procedures.
- B. Principles and practices of effective customer service.
- C. Principles of supervision, training, and performance evaluation.

Ability to:

- D. Develop and implement effective recordkeeping systems and procedures.
- E. Examine and verify financial documents and reports.
- F. Prepare a variety of financial statements, reports and analyses.
- G. Plan, organize, and assign work to subordinate personnel.
- H. Understand and interpret laws, rules, and regulations.
- I. Communicate clearly and concisely, orally and in writing.
- J. Establish and maintain effective working relationships with the public, subordinate staff and other City departments.
- K. Supervise, train and evaluate clerical personnel.

## EXPERIENCE AND TRAINING

Any combination of experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

### Experience:

Five years experience in accounting, finance, or administrative managerial work, including one year in a supervisory capacity.

### Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in business administration, accounting, public administration or a closely related field.

## SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment: Ability to function within a normal office environment.

PROBATIONARY PERIOD: One Year

729CS96

April 1984

Revised April 1996

APP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt